

POLITICAL APPRAISAL WORK SHEET

The use of the following check list is optional. It is provided here only to guide or assist appraising officers in determining a rating and formulating a comment on a political reporting document.

CHECK OR INDICATE QUALITY
OR EFFECTIVENESS AS GUIDE
FOR FORMULATING COMMENT:

TIMELINESS	_____
JUDGMENT AND OBJECTIVITY IN INTERPRETATION, ANALYSIS	_____
JUDGMENT SHOWN IN DEVOTING TIME TO SUBJECT IN VIEW OF RELATIVE IMPORTANCE.	_____
COMPLETENESS	_____
COMPLIANCE WITH INSTRUCTIONS	_____
CAREFUL CHECKING ON IMPORTANT POINTS	_____
ORDERLY AND COHERENT PRESEN- TATION	_____
CHOICE OF MATERIAL	_____
APPARENT AUTHENTICITY OF INFORMATION.	_____
ILLUSTRATIVE MATERIAL OR EN- CLOSURES SUMMARIZED IN KEY PHRASES IN BODY OF DOCUMENT.	_____
CONCISENESS.	_____
EXPRESSION AND CLARITY	_____
CONSISTENCY OF CONCLUSIONS, AND RECOMMENDATIONS WITH FACTUAL MATERIAL	_____
CONTACT WORK	_____
FORESIGHT AND INITIATIVE	_____
USEFULNESS	_____
CURRENT WORK	_____
POTENTIAL REFERENCE.	_____

State Dept. declassification & release instructions on file

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DEPARTMENT OF STATE

POLITICAL REPORT APPRAISAL

OFFICE OF FOREIGN SERVICE
DIVISION OF FOREIGN REPORTING SERVICES

(When completed send to OFS/FR)

NO.	DATE	<input type="checkbox"/> DESPATCH	<input type="checkbox"/> REPORT	<input type="checkbox"/> AIRGRAM	<input type="checkbox"/> TELEGRAM						
POST		PREPARED BY									
SUBJECT											
RATING RECOMMENDED (check one): <table border="0"><tr><td><input type="checkbox"/> Excellent</td><td><input type="checkbox"/> Good</td><td><input type="checkbox"/> Unsatisfactory</td></tr><tr><td><input type="checkbox"/> Very Good</td><td><input type="checkbox"/> Fair</td><td><input type="checkbox"/> No Rating</td></tr></table>						<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Very Good	<input type="checkbox"/> Fair	<input type="checkbox"/> No Rating
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Unsatisfactory									
<input type="checkbox"/> Very Good	<input type="checkbox"/> Fair	<input type="checkbox"/> No Rating									
<p>COMMENT:</p> <p><i>Comments are of particular assistance to reporting officers in understanding and meeting the needs of this government for information and necessary interpretation. Please comment as fully as possible below. Your comments will be processed and forwarded to the reporting officer. (The reverse of this form provides a work sheet which may be useful in determining a rating and formulating a comment.)</i></p>											
SECURITY CLASSIFICATION:		NAME OF APPRAISING OFFICER									

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